

DEPARTMENT: Finance Department

JOB TITLE: Finance Clerk

SALARY: \$22.57 (Step 1) – \$28.69 (Step 9)

WORK SCHEDULE: Assigned to a forty (40) hour workweek with additional hours as required.

JOB SUMMARY: Position is responsible for various administrative functions and providing support to the Finance department. Performs duties with interruptions and some degree of independence.

ACCOUNTABILITY: Reports directly to and is accountable to the Finance Director

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

- Assists with entering, processing and reviewing accounts payable and payroll.
- Will serve as primary back up for processing accounts payable and payroll.
- Assists other Finance department staff with verifying timesheets and invoices are accurate and properly approved.
- Will perform filing and record keeping in accordance with current systems. This includes physical filing as well as scanning and filing electronically.
- Verifies invoices are processed properly including; there is valid back up documentation, the purchasing policy was followed and the account coding is accurate.
- Assists the finance department in maintaining the Town's Credit Card procedures and online system and that invoices are received for every expense.
- Will assist in performing routine reconciling functions for both account payable transactions and payroll transactions.
- Responsible for assisting in various functions related to general ledger, accounts receivable, accounts payable, payroll, pre-audit documents and related work papers for the annual audit.
- Alongside the Benefits Administrator, Finance and Payroll Coordinator and Human Resources Director assists with processing Insurance documents and supports the overall Employee Benefits Program as well as the New Hampshire retirement reporting.
- Will work with the Fire department and Town's third-party ambulance billing/collection agency to assist in the proper billing and reporting.
- Will work with the Finance and Payroll Coordinator on establishing and maintaining escrow accounts.
- Maintains confidentiality of all records of the Town and Personnel matters.
- Prepares data for various requests and surveys that come into the finance department.
- As requested or directed, will aid the Finance department with the data collection, preparation and execution of various filing and reporting requirements.
- Attends to many items simultaneously or in sequence and follow oral and written instructions effectively.
- Prepares daily receipts as required.
- Processes all incoming and outgoing mail on a daily basis.

- Aid other finance department personnel as needed, or directed by the Finance Director and provide office administrative and clerical assistance to the department.
- Performs all other duties as assigned by the Director of Finance & Administration.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Required qualifications include an Associate's Degree specializing in accounting, business, finance, or related field; two years' experience in bookkeeping and payroll; previous municipal experience OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

CERTIFICATION/LICENSE REQUIREMENTS: None Required.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS: A solid understanding of local governmental principles regarding effective municipal administration and management, personnel administration, and New Hampshire State, and Federal statutes. A working knowledge of computerized systems, technology and demonstrated results from practical applications in a municipal and/or a business management setting. The ability to effectively plan, organize, analyze problems, prepare reports and research complex municipal problems to formulate recommendations based on the results and deliver these recommendations in a fast-paced setting. Ability to create and maintain accurate records and files, to speak and write effectively and to establish and maintain effective working relationships with all town employees, officials, and the general public. Ability to recognize priorities and work cooperatively to support their accomplishment. Must be able to exercise good judgment to prioritize multiple tasks and to maintain confidentiality and demonstrate ethics, integrity, and tact.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to cleaning fluids, photocopier toner, eraser fluids, and printer cartridges.

SELECTION PROCESS/APPOINTMENT: May be required to pass personal interview, professional background investigation, criminal history check, post-offer medical examination, driving record check, and alcohol and controlled substance test. Town Manager appoints based on the recommendation from Director of Finance & Administration.

APPLICATION PROCESS – Please submit cover letter resume and completed employment application (found on the Town website - [Employment Application](#)) via email to: hrdept@londonderrynh.org or mail to: Town of Londonderry Human Resources, 268B Mammoth Road, Londonderry, NH 03053. No phone calls or in-person applicants please.

APPLICATION DEADLINE: October 23, 2023 @ 5:00 PM

Equal Opportunity Employer

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Frequently Required
LIFT 11 to 25 lbs:	Occasionally Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Not Required
CARRY up to 10 lbs:	Frequently Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Occasionally Required
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Occasionally Required

HAND MANIPULATION

Grasping:	Frequently Required
Handling:	Frequently Required
Torqueing:	Rarely Required
Fingering:	Frequently Required

COGNITIVE AND SENSORY REQUIREMENTS

Speaking:	Required to communicate orally with others
Hearing:	Required to communicate orally with others
Sight:	Required to perform essential job duties
Tasting:	Not required
Smelling:	Not required

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Occasionally Required
Bending:	Occasionally Required
Crawling:	Not Required
Squatting:	Occasionally Required
Kneeling:	Not Required
Crouching:	Occasionally Required
Climbing:	Rarely Required
Balancing:	Rarely Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	
Sloped Surfaces	
Snow or icy surfaces	
Grass/Pavement	
Vehicle Interiors	

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Equipment: Telephone, postage meter, stapler, calculator, pen and pencil, computer hardware and software, typewriter, photocopier, fax machine and other related office equipment.

Environment: Inside 100% Outside 0% (Percentage spent daily)